

CONFIDENTIAL

27 November 1974

MEMORANDUM FOR: Executive Board Members
SUBJECT : OC Executive Board Meeting

A meeting of the OC Executive Board is scheduled for 1000 hours, 3 December 1974 in the OC Conference Room. The agenda will consist of two items:

a. Should OC endorse a policy promoting the use of microfilm for production and world-wide dissemination of OC publications and, if so, who should serve as the OC Executive Agent for management and distribution of microfilm equipment?

b. A discussion of the current status of the OC-S study on [REDACTED] allowances.

25X1A

25X1A

[REDACTED]
Secretary

Distribution:
1 - Each Executive Board Member

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OC RECORDS CONTROL, SCHEDULE #3377

ITEM # 4

DATES 1 Feb 74 TO 3 Dec 74

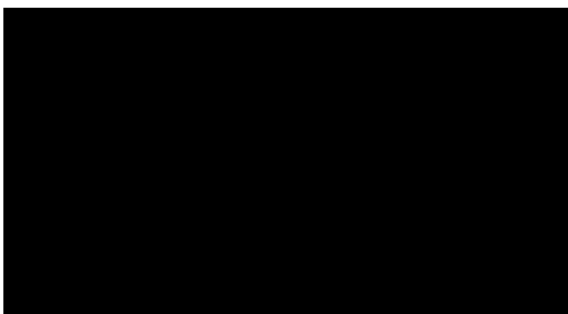
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Minutes of Executive
Board Meeting Number Ten
1000 Hours, 3 December 1974

1. The meeting convened with the following members present:

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2. Use of Microfilm for Production of OC Publications: The Secretary stated that the question of microfilming OC publications on a production basis for world-wide use had been prompted by (a) an employee suggestion from OC-E suggesting all OC-E publications be produced in microfilm and (b) a recent request within OC-O to convert [REDACTED] data to microfilm for field use.

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Mr. [REDACTED] OC-ICS, gave a presentation on the subject of microfilming that covered examples of micropublishing within the Agency, within the DDO, and within OC. Using the 60 OC Handbooks as an example, Mr. [REDACTED] presented cost comparisons that demonstrated approximately \$44,000 cost savings if the OC Handbooks were originally published in microfilm rather than paper. Since approximately 10-15% of the Handbooks are revised and reissued annually, cost savings from implementing micropublishing now would amount to about \$5,000 a year for OC-ICS managed publications. Adding OC-E publications to those being microfilmed would increase Office savings several fold. In addition to the cost savings, benefits of micropublishing include reduction of secure storage, and floor space requirements and reduction of the destruction time.

The currently approved destruction technique is burning. OS is working on alternative techniques, including a smaller mesh screen for use in disintegrators.

OC-ICS presented an eighteen month program for implementation of micropublishing. Within that eighteen months standards would

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be developed, equipment would be procured and issued to the field, and OC publications would be largely converted to microfilm. Estimated cost of supplying equipment to Headquarters and field components is \$110,000.

Group discussion led to the conclusions that not all OC publications may be amenable to conversion, that there will be some new physical security concerns to be addressed, and that a firm estimate of the numbers of readers required will be difficult to compile.

The consensus of the Board was that OC should proceed with a micropublishing program, that OC-ICS should be the OC Executive Agent for procurement and distribution of microfilm equipment and that initial equipment acquisition should be based on the results of a field survey of equipment needs.

25X1A Mr. [REDACTED] asked that OC-ICS begin work as soon as possible with the objective of procuring equipment with FY-1975 funds.

25X1A 3. [REDACTED] Allowances: Mr. [REDACTED] provided a brief history of the development of the current allowance system including the policies that influenced the development. As presently defined, the regulations on [REDACTED] allowances are numerous and often discriminatory toward various categories of personnel; e.g., bachelors are required to live in the barracks and allowed \$1.00 per diem while married personnel are given the option to live on the economy and allowed \$18.00 per diem.

25X1A OC-S is recommending that a more uniform per diem rate be established to cover the maximum number of personnel.

25X1A Mr. [REDACTED] stated that he was in favor of such an action and that he is interested in avoiding any policy that requires personnel to use the barracks. Due to the living conditions and safety considerations associated with existing barracks, personnel morale considerations should be heavily weighed in establishing new policies.

25X1A Mr. [REDACTED] stated that OC-E's objection to current policy is the unreasonable hardship placed on personnel from Headquarters who are TDY at [REDACTED] and forced to live at [REDACTED] in lieu of per diem or reimbursement for mileage should they elect to commute daily.

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The question of barracks use by personnel assigned to [REDACTED] on a PCS basis was also addressed. Mr. [REDACTED] felt that provisions must be retained to allow OSG personnel use of the barracks. Since these people are expected to be TDY for months at a time, they should have the option of locating personal possessions at [REDACTED] for physical security.

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Likewise, Mr. [REDACTED] felt that COOP students should also be permitted continuing barracks use. This is one of the financial benefits that makes the COOP program attractive to struggling students.

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Based on the group's consensus that allowance revisions are desirable, Mr. [REDACTED] and the OC-S staff will study the issues in more detail and formulate recommended changes.

[REDACTED]
Secretary

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CONCURRENCE:

[REDACTED]
Director of Communications

5 DEC 1974

Date

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